



Procedures for On Campus Activities Involving Children under Age 17

1. Every proposed on or off campus event involving children under the age of 17 must be reviewed by the appropriate individual. If the event involves campus faculty, staff or students, it must be approved by the cabinet member responsible for the functional area. If the event is for an outside group and is being handled through the Office of Events and Conferences, the Coordinator of Campus Events and Conferences must review the proposed event and is responsible for ensuring that the provisions of the SUNY Child Protection Policy are followed. This includes all camps and all residential programs.
2. Campus faculty and staff proposing such an event must complete an “Approval Form for Events Involving Children under Age 17” and submit it to the relevant cabinet member at least two weeks prior to the date of the proposed event.
3. If the event is being sponsored or co-sponsored by the college or an affiliated group (CAS, the College Foundation, the Research Foundation, the Alumni Association, student organization), the relevant cabinet member must determine if it is a covered activity (see decision tree).
4. If it is determined that the event is a covered activity, the cabinet member will approve or deny the event within one week of receipt of the request and return a copy of the “Approval Forms for Events Involving Children under Age 17” to the requestor.
5. If the event is approved, the cabinet member must designate a Responsible University Official (RUO). This individual must be available during the activity or event (does not need to be on campus but needs to be reachable). The RUO is responsible for ensuring that all of the requirements on the Child Protection Policy are met.
6. The RUO must:
 - a. Identify all covered persons (faculty, staff, students, volunteers) who will be responsible for the custody, control or supervision of children during the activity.
 - b. Provide a copy of the SUNY Child Protection Policy and Mandatory Reporting and Prevention of Child Sexual Abuse Policy to each covered person and obtain an acknowledgement form certifying receipt of the policy and granting permission to conduct checks of the NYS Sex Offender Registry and National Sex Offender Registry (after 5/15/15, RUOs must also ensure that each covered person has

completed the required training for covered persons within 2 years of the date of the covered activity).

- c. Provide the acknowledgement forms, including the names and dates of birth of all covered persons to the Human Resources Office at least two weeks prior to the event so that searches of the NYS Sex Offender Registry and National Sex Offender Registry can be conducted.
 - d. Be present at the event or be available by phone during the event.
 - e. After Sex Offender Registry checks have been completed, arrange with CAS for ID cards for all Covered Persons.
 - f. CAS will provide a Unique ID for each event:
 - The ID will include a background which is unique from all other ID's used on campus.
 - The CobyCard Office will make ID Unique by imprinting:
 - Covered Person's full name
 - Covered Person's picture
 - Event name
 - Dates of event (start to finish)
 - CobyCard Office will provide a lanyard for each ID produced
 - Costs will be borne by the department sponsoring the event.
 - Basic ID \$3.00 each
 - Prox card (with door access) \$10.00 Each
7. The Human Resources Office will be responsible for running sexual offender checks and maintaining records, as well as for maintaining files containing the acknowledgement forms.